

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Child and Family Services Agency



CONTRACTS AND PROCUREMENT ADMINISTRATION

DETERMINATION AND FINDINGS FOR A SOLE SOURCE CONTRACT

CONTRACT NO.: DCRL-2014-R-0060
CAPTION: Leadership Development Project
PROPOSED CONTRACTOR: Natalie P. Brown, MBA
PROGRAM AGENCY: Child and Family Services Agency

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304 and 1702

2. **MINIMUM NEED:**

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has a continuous need for the services of Natalie P. Brown to provide support for the development and implementation of our Leadership Strategy for the 2nd part of a conditional six month consult.

3. **ESTIMATED REASONABLE PRICE:**

NTE\$100,000.00

4. **FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

- (a) The proposed provider, Natalie P. Brown, provides data for best practices in leadership development. Natalie P. Brown has extensive knowledge and experience working as a human capital consultant including work in private, non-profit and government sectors. Her previous work in the Human Performance Service Line (10 years) with Accenture Consulting makes her a highly regarded resource for the type of organizational and leadership development work that is proposed in the scope of work for our Agency.
- (b) The proposed provider is aware of the services to be provided and is capable of performing services within the time constraints levied by the Agency. Natalie P. Brown, MBA, is an independent consultant specializing in executive coaching, which is vital to this engagement. Also, she has a number of current certifications and recent trainings that can be immediately used to assist CFSA in its leadership development and other

areas.

- (c) A market survey was not done because this contract is a continuation of the work currently being performed by Natalie P. Brown.

5. **CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

Date

Director
Brenda Donald

6. **CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Tara Sigamoni
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Tara Sigamoni
Agency Chief Procurement Officer